



VEHICLE POLICY

**Ratified by Full Governing Body 10 July 2019
Due for review March 2022**

RESPONSIBILITIES

The Governing Body of the school is responsible for ensuring any vehicles operated on behalf of the school fully comply in every respect, with all legal transport and health and safety requirements. This responsibility is delegated to the Headteacher to ensure its appropriate implementation.

The policy covers all vehicles owned by the school and hired by the school.

MANAGEMENT SYSTEM

The Headteacher will ensure the following:

- All staff use the proper procedures for use of the school minibus and other vehicles.
- All drivers are familiar with, and adhere to, this policy – the procedures will be reviewed every three years. All authorised staff will be provided with an electronic copy **annually** which they must read and acknowledge by signing and returning a pro forma
- Insurance cover, MOT and tax are up to date.
- Vehicle registration documents are held securely in the finance office.
- All minibus drivers undergo suitable Minibus Driver Assessment training and refresher assessments.

LICENCE REQUIREMENTS

To be eligible to drive a school minibus, drivers must hold a driving licence which entitles them to drive vehicles described as category D1 by the Driver and Vehicle Licencing Agency (DVLA). Individuals wishing to become an authorised driver must complete and submit the “Request to become an authorised driver” form, a copy of which can be found within this Policy.

In addition to the requirements set down by the DVLA, the following conditions apply to authorised drivers at all times:

- The Governors require all minibus drivers to have undergone suitable training and assessment.
- On successful completion, a copy of the school policy must be provided to the driver who must sign to acknowledge receipt, understanding and acceptance of the contents received within 7 days. Only upon receipt of the signed acknowledgement will the person be permitted to drive.
- A register of authorised drivers will be kept in the School Vehicle & Drivers file. Each entry in the register must be completed every 12 months and must include a physical check of the licences held. Copies of the licenses will be kept on file.
- Drivers must have no more than 6 penalty points. Drivers must inform the school if they receive any further penalty points. This information will be recorded.
- Drivers must notify DVLA Swansea and the school about any medical condition or defect that might affect their driving and restrictions applied by DVLA, including courses of prescribed medicine and eyesight.
- The Headteacher will monitor the performance and safety record of all who drive minibuses. If there is any doubt about a driver’s competence, regardless of the type of licence they hold and their previous record, steps will be taken to investigate. The driver will not be allowed to drive school vehicles until any doubts have been resolved to the satisfaction of the Headteacher.

STAFF WITH MOTORING OFFENCES

Drivers must inform their line manager immediately if they are charged with any motoring offence, regardless of whether the offence was committed in their own vehicle, a School vehicle or any other vehicle. All new drivers or those where a change of circumstances has been notified, will be required to provide an updated online licence summary or access code to permit the school to check any endorsements or convictions, before a new/prospective minibus driver is allowed to drive a minibus.

If a driver is convicted, with the licence endorsed and penalty points imposed, the Headteacher must consider whether the nature and severity of the offence pose any risk to minibus passengers. It may be appropriate to reconsider that individual’s position, and at the very least arrange for their minibus driving skills to be reassessed. The Governing Body must be consulted before a decision is made about allowing a convicted driver to continue driving a minibus.

If, on conviction, a driver is disqualified from driving then they must desist from driving all school vehicles with immediate effect.

On disqualification of up to six months duration, drivers will be banned from driving a School vehicle for a period of two years from the end of the disqualification period. They must undergo minibus driver training and assessment before driving a School minibus again.

Where a disqualification is for a period of more than six months, the driver will be banned from driving a School vehicle for a period of five years from the end of the disqualification. They must undergo minibus driver training and assessment before driving a School minibus again.

BOOKING SYSTEM

A booking system is operated by the Site Team on an electronic diary system. Bookings may be made only via the Site Team who will check availability and confirm availability. Bookings are taken on a first come first served basis. If a hire vehicle is required, please refer to the finance office.

Keys will be kept securely in the Site Office. Drivers must collect the keys in person from the Southbourne Site Office and will be required to sign for accepting responsibility of the vehicle. This personal responsibility includes any driving or vehicle violations, including taking personal financial liability for speeding or parking fines incurred whilst the vehicle is booked out. The driver must complete the safety checklist before leaving the site, notifying any concerns immediately to the Site Team. If the vehicle is not roadworthy for any reason, alternative arrangements will need to be made by the driver.

Keys should be returned promptly after the use to ensure availability for other users.

The same regulations apply to school owned or hired vehicles.

SUPERVISORS/SECOND DRIVER

On all minibus journeys, the driver should be ideally accompanied by another adult. On journeys outside of Dorset, where possible this adult should be an authorised driver.

DRIVER'S HOURS & BREAKS

- Drivers must take at least a 15 minute break from driving after 2 hours.
- Longer journeys must be considered as they arise. A risk assessment should be completed taking into account the length and time of the journey, the number of drivers on longer trips, safe driving hours, and regular breaks for passenger and driver comfort.
- If the trip takes place outside of normal working hours, special attention must be given to the issue of driver fatigue.
- Where journeys are likely to last longer than 2 hours, or the working day including driving time exceeds 8 hours, a second driver must be taken to share the work and reduce the risk of driver fatigue. Unfortunately, occasions will arise when traffic delays will result in the journey being extended, but this cannot be predicted.

ALCOHOL, MOBILE PHONES AND FOOD

Everyone driving School vehicles will adhere to the following:

- No alcohol to be consumed during the working day.
- No alcohol to be present in your system when driving. Be careful about alcohol consumed during the previous evening. If in doubt, don't drive.
- Mobile phones are not permitted to be used by drivers – including hands free sets.
- Food and drink are not permitted to be consumed in the minibus under normal circumstances – adequate breaks should be factored into any journey. Exceptional circumstances can be considered where exceptional traffic jams apply, for medical reasons or exceptional temperatures.

DAILY SAFETY CHECKS

- All School vehicles will carry a vehicle information file containing safety checklist forms. These forms must be completed by the driver prior to any journey being undertaken. Completed forms should be passed to the designated member of staff who attends to the minibus (currently James Caball) and retained for at least 15 months. In the event of a hire vehicle being used, the same safety checks must be carried out and recorded.
- All School vehicles will carry a First Aid Box and a Fire Extinguisher at all times. The fire extinguisher must be a British Standard fire extinguisher. Contents of the First Aid Box are listed in Appendix 1.
- The vehicle information file will also contain emergency contact phone numbers for the school, along with details of breakdown and accident procedures and phone numbers. Copies of current insurance certificates should also be kept in this file. Files must not be removed from the minibus.

SIZE/CAPACITY OF MINIBUSES

- The capacities of vehicles must not be exceeded.
- The height and passenger capacity of each vehicle should be clearly stated in the vehicle – see checklist. If this is not present, the driver must obtain this information from the Site Office and display it in the driver area.

SEATBELTS

Seatbelts must be worn at all times. It is the supervisor's responsibility to ensure that all passengers are wearing seatbelts properly before a journey commences.

BOARDING AND ALIGHTING

The driver and supervisor must wear Hi-Visibility vests provided when supervising the boarding and alighting of children in public locations.

SECTION 19 PERMITS

All school minibuses must clearly display a valid Section 19 Permit.

VEHICLE SECURITY & PARKING

Drivers should ensure that school vehicles are securely parked and the keys held securely.

Under no circumstances should a vehicle be left unlocked whilst unattended. Drivers are personally responsible for ensuring that any parking restrictions are adhered to.

FUEL

Both minibuses run on diesel. If petrol is put in the tank in error do not start the engine but call for assistance immediately to avoid engine damage.

A fuel card specific to each vehicle is held by the school and operates with a specific PIN. The card is available from the Site Office and should be returned there at the end of the use, together with receipts for fuel purchased. Under no circumstances may the cards be used for alternative vehicles.

MAINTENANCE OF VEHICLES

- Staff members must not attempt any repair and maintenance which needs specialist equipment or where there is a risk of physical harm (e.g., changing tyres and wheels).
- The School Business Manager is responsible for ensuring that all vehicle documents are kept and stored for a period of 15 months.
- The designated member of staff with responsibility for the minibuses will ensure that the school vehicles are booked in for MOTs in a timely manner and that insurance and tax are kept up to date.
- All repairs and maintenance will be carried out by a professional garage.
- If a staff member becomes aware of a defect or fault, they must inform the staff member designated with responsibility for minibuses as soon as possible, who must ensure that the fault or defect is repaired. The vehicle must not be used until the repair has been completed satisfactorily.
- Copies of invoices relating to repairs will be kept in the Vehicle File.
- All vehicles will receive a service by a professional every 13 weeks.
- The driver is responsible for returning the vehicle in a clean state ready for the next user. If staff fail to comply, cleaning will be arranged – charged to the department.

CHILDREN IN THE FRONT SEATS

Children are permitted to sit in the front seats only if they are over 135cm high.

BOOSTER SEATS

Booster seats must be used in all vehicles for children under 135cm in height. The driver or supervisor must ensure that booster seats are available for all children who require them and that they are fitted in line with the manufacturer's recommendation.

OVERSEAS TRIPS

The Governing Body will consider the School Vehicles being taken abroad only by individual application. Driving and navigating abroad can prove stressful, so in the interests of safety, a professional coach company would be the preferred method of road traffic for all trips overseas.

ON SITE BUGGY

The School is fortunate to own a 'golf buggy' which is the responsibility of the Site Manager. The vehicle is not highway compliant, so must only be used within the compound of the St Peter's Southbourne site.

Use of the Buggy

The main use of the buggy is for transportation of goods around the site by the Site Team – it is not for general use by staff without specific prior agreement of the Site Manager or in his absence, the Assistant Site Manager. No student must ever be given permission to use the buggy.

Unless there is a medical emergency, the buggy is only permitted to be used when the students are in planned lessons – no movement is to be allowed during breaks or lesson changeovers. In addition, when manoeuvring around the site, consideration

must be made to the speed of travel – students and staff are never far away and may appear at any time across the site outside of the above restrictions.

Use of Buggy for Medical Emergency

If a medical emergency occurs on the school field the buggy may be used to transport equipment or patients across the site, when appropriate to do so. If in doubt, a patient must not be moved without permission from a paramedic.

The vehicle is to be maintained, charged and secured by the Site Team.

Reviewed April 2019

Request to become Authorised Driver



I would like to be considered for training as a volunteer driver of the Peter's School minibuses. I understand that if selected, I will be required to undertake formal training arranged by the school. St

Please complete the following in order to speed your application.

Existing Role within St Peter's

Availability for training (e.g. non-teaching times)

Driver's Name:	
Licence Number:	Details of any endorsements:

Please attach a copy of your licence, (including paper form if available). Please either provide a copy of your online licence information or the access code for the school to check endorsements (see <https://www.gov.uk/view-driving-licence>). Please acknowledge that you are required to notify any future endorsements received immediately.

Please list below any medical conditions that may affect your suitability to drive or any long term (more than 7 days) medication that you are prescribed. Failure to declare any condition/medication could invalidate the insurance. Such failure could result in you being held responsible for any loss or damage to this or any other vehicle involved in any accident.

Medical Conditions or Medication:

By signing this request, you are confirming that if you are authorised to drive the minibuses, you will agree to the full terms and conditions within the School Vehicle Policy. Any changes to your circumstances, including fitness, medication or endorsements must be notified to the School Business Manager immediately – your authorisation will then be reviewed prior to any further driving taking place.

Signed Print Name

Date

Please return this form to the Site Office in a sealed envelope for the attention of James Caball or to the School Business Manager.

St Peter's School Driver Record



School

To be completed for all School vehicle drivers and kept in the Vehicle & Drivers File.

Driver's Name:		
Date:	Licence Number:	
Copy of Driving Licence attached (photo card and paper if available)	Yes	No
Name and address on licence correct	Yes	No
Copy of licence summary or access to code to view (see link below) https://www.gov.uk/view-driving-licence	Yes	No
Number of points on licence (0-12)		
Are there 6 points or less?	Yes	No
Details of offences/endorsements. If none, state none.		
Does the driver have D1 entitlement to drive minibuses <u>OR</u> Category B plus 2 years driving experience and over 21years old?	Yes	No
Has the driver declared they have no health problems that affect their driving?	Yes	No
Has the driver completed suitable training?	Yes	No
Date of training or last refresher course.		
Is this date within the last 4 years?	Yes	No
Has the driver received and signed the School Vehicle Policy acknowledgement?	Yes	No

If the answer to any of the above questions is no, then this driver is not permitted to drive School Minibuses. If any of the following offences/endorsement codes are on the licence, this should be referred to the Business Manager to liaise with the Governing Body as per the School Vehicles Policy.

- DD - Dangerous Driving
- DR -Drink Driving and Drugs
- CD - Driving without due care and attention (also causing death)
- TT99 - Disqualification under "totting up" procedure, & Code 01 (eyesight restriction).

Details of the decision made following this referral should be noted below.

Notes:	
Completed by:	Signature:

Annual Renewal of Authorised Driver

I wish to continue as a volunteer driver of the St Peter’s School minibuses.

Please complete the following in order to continue as an authorised driver

Existing Role within St Peter’s

Driver’s Name:	
Licence Number:	Details of any endorsements:

Please attach a copy of your licence, both paper online summary (or access code available from <https://www.gov.uk/view-driving-licence>) and card. Please note that you must notify any future endorsements immediately to the School Business Manager.

Please list below any medical conditions that may affect your suitability to drive or any long term (more than 7 days) medication that you are prescribed. Failure to declare any condition/medication could invalidate the insurance. Such failure could result in you being held responsible for any loss or damage to this or any other vehicle involved in any accident.

Medical Conditions or Medication:

By signing this request, you are confirming that if you are authorised to continue to drive the minibuses, you agree to the full terms and conditions within the School Vehicle Policy. Any changes to your circumstances, including fitness, medication or endorsements must be notified to the School Business Manager immediately – your authorisation will then be reviewed prior to any further driving taking place.

Signed Print Name

Date

Please return this form to the Site Office in a sealed envelope for the attention of James Caball or to the School Business Manager.

MINIBUS SAFETY CHECKLIST

The driver must conduct a pre-drive safety check prior to the start of the journey. This should be repeated whenever another driver takes over the vehicle. The driver should walk around the vehicle to check for visible defects.

If stopped by the Police, the driver is **personally liable** for each of the following, so please ensure they are fully checked before starting your journey.

Vehicle Registration		Drivers Name	
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Date Out		Time Out		Start Mileage	
Date Back		Time Back		End Mileage	

Please remember to return the vehicle as you would wish to find it – including sufficient fuel.

PRIOR TO DRIVING THE VEHICLE

		Y / N	Comments
1	Are the first aid kit, warning triangle and breakdown explanation are present?		
2	Is the Section 19 Permit displayed?		
3	Is the maximum capacity and height displayed in the driver area?		
4	Have you visibly checked the exterior of the Mini Bus?		
5	Check the oil and water indicators on dashboard and refer any warning lights immediately **		
6	Do the tyres appear to be in good condition and are adequately inflated **		
7	Are the number plates visible and secure?		
8	Are the driving mirrors correctly positioned and secure?		
9	Do all the doors open and close properly?		
10	Are the lights clean and working, including brake lights and indicators? **		
11	Does the horn work? **		
12	Is the fuel tank full? If not, indicate level.		
13	Is the Fire Extinguisher present?		
14	Check with all passengers that seatbelts have functioned correctly prior to departing **		
15	Are the aisles and doorways unobstructed?		
16	Is the minibus clean and tidy?		

PRIOR TO RETURN:

		Y / N	Comments
17	Is the minibus clean and tidy? – see note re valeting cost below		
18	Have you secured the vehicle – windows shut and doors locked?		
19	Record mileage and fuel level overleaf – please ensure sufficient fuel remains for the next user.		
20	Keys, Fuel card and any receipts should now be returned to the Site office – thank you		

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More detailed checks are carried out by the person responsible for the minibuses on a weekly basis.

Please return this form, together with the keys to the site office to ensure the vehicle is available to the next user in good time and with sufficient fuel.

PLEASE REMEMBER TO LEAVE THE MINIBUS CLEAN AND TIDY OR YOUR DEPARTMENT WILL BE CHARGED THE VALETING FEE!

APPENDIX 1

FIRST AID BOX CONTENTS

- 10 antiseptic wipes, foil packed;
- 1 conforming disposable bandage (not less than 7.5cm wide);
- 2 triangular bandages;
- 1 packet of assorted adhesive dressings;
- 3 large sterile un-medicated ambulance dressings (not less than 15cmx20cm);
- 2 sterile eye pads with attachments;
- 12 assorted safety pins;
- 1 pair rust less blunt-ended scissors.